

Massachusetts Firefighting Academy  
Registration Department  
P.O. Box 1025 ~State Road  
Stow, Massachusetts 01775  
(978) 567~3200 Fax: (978) 567~3229

**REQUEST FOR STUDENT RECORDS**

Please complete this form and mail to the address listed above together with your check in the amount of \$10.00 for the processing fee. This fee must be in the form of a personal check, money order, or bank draft to the order of the "Massachusetts Firefighting Academy Trust Fund". Note: Cash cannot be accepted. Our staff will research your student records and provide you with a letter attesting to courses you have taken here at the Massachusetts Firefighting Academy. This process could take up to a month to process depending on the staff's workload. The original letter will be mailed to the person or persons you request and a copy will also be sent to you for your records. Please provide as much information as you are able to give us, as it will aid in the research process. Please note that our database only holds records from late 1999 to present. Any courses taken prior to this will require additional time to research the files.

STUDENT INFORMATION:

SOC. SEC. or DRIVERS LIC. #										PHONE NUMBER																			
LAST NAME										FIRST NAME										MIDDLE INITIAL									
MAILING ADDRESS																													
CITY										STATE										ZIP CODE (5 or 9 digits)									
Program Title										Location										Dates of Program									

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

MAIL LETTER TO:

LAST NAME										FIRST NAME										MIDDLE INITIAL									
MAILING ADDRESS																													
CITY										STATE										ZIP CODE (5 or 9 digits)									